



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON HEIDELBERG  
UNIT 29237  
APO AE 09102-9237

IMEU-HEI-PLO

18 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Heidelberg Command Policy Memorandum 55, Monthly Situation Reporting (SITREP)

1. Reference Email, IMA EURO (Mr. Peter Sun, Chief of Staff), 25 April 2006, subject: SITREP.
2. In accordance with above reference, subordinate Garrison Commanders and staff, USAG Heidelberg, provide a monthly SITREP of activities covering the preceding month. This is our chance, monthly, to bring to the attention of our leadership, those activities which best represent the quality performance of this command.
  - a. Reports will be rendered to my DPTMS, on time, and in the prescribed format.
  - b. The report period covers one month. Do not provide 'no report', poorly prepared reports or miss submission deadlines. The enclosure provides procedures, and contents.
  - c. The Heidelberg Garrison DPTMS is responsible for developing and publicizing the report format and content, periodically reminding commands and staff of submission responsibilities, and dates, report review and accumulation, and submission to my Deputy to review for my final submission to IMA EURO.
3. The accumulated report is provided by me, to the IMA EURO Director. We will demonstrate compliance with submission timelines, and clearly articulate what activities have been accomplished to conduct our mission responsibilities, and support of our Soldiers, Civilians and family members.

Enclosure  
as

/s/  
WILLIE E. GADDIS  
Colonel, AV  
Commanding

DISTRIBUTION:  
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## SITREP Procedures

1. Submitted by the primary staff directorates: DPTMS (S2, S3 and Force Protection), MWR, DOL, DPW, DRM, PAIO, PAO, DES, CHAPLAIN, IG, SAFETY, CPAC, EEO/EO, and each subordinate Garrison (Darmstadt, Mannheim, Kaiserslautern, Heidelberg).

a. Staff elements will highlight activities covering Heidelberg Community, in their respective areas.

b. Each Garrison will ensure the following areas are covered: Commander's Comments, DPW (Physical Plant), DES, Personnel, MWR, Force Protection, Media, Special Events, and Upcoming Events and Religious Services (Chaplain).

(1) Commander's Comment(s).

(a) General Comments.

(b) Key event(s) that occurred during the period.

(c) Upcoming event(s).

(2) DPW and DES.

(a) What occurred.

(b) What is planned.

(3) MWR/Services and DHR.

(a) Key event(s) that occurred during the period.

(b) Incoming personnel.

(c) Visitor(s).

(4) Force Protection.

(a) Key event(s) that occurred during the period.

(b) FP project (if any).

(5) Media, Special Events and Upcoming Events (PAO).

- (a) Visitor(s).
- (b) Incoming Personnel.
- (c) Special Event(s).
- (d) Upcoming Event(s).

2. Format:

- a. Sent as a Word attachment. If only a short narrative, can be submitted within an Email but follow all the conventions listed below.
- b. Should be based on METL/Mission and convey status.
- d. Will not be classified or sensitive, but will be submitted using PKI/encryption capability. Topics that require submission of classified information will be sent via SIPR.
- d. Submitted in complete sentences, and spell-checked. (Do not use bullets.)
- e. Highlights only.
- f. Font: Arial font - 12 pitch.
- g. Utilize paragraphs of 4 sentences and oriented on one general idea or subject.
- h. Use definite articles and pronouns ("The Garrison/staff conducted..." or "We expect construction to start)."
- i. Write in active voice ("The Garrison hosted an IPR" rather than "An IPR was held").
- j. Put punctuation inside of quotes, Place quotation marks around only the quoted material, not around any part of your own sentence.
- k. Capitalize the "S" in Soldier and the "C" in Civilian.
- l. Use military date style ("15 APR 04" not "October 31st" etc).

- m. Spell out numbers less than 11.
3. Submission period.
- a. Submitted monthly, through the 15<sup>th</sup> of each month.
  - b. Sent to USAG Heidelberg, ATTN: DPTMS not later than 1500 on date specified by periodic reminder Email. DPTMS will also show submission dates for the remaining months in each calendar year. This SITREP submission schedule will be posted on the Garrison Heidelberg Master Activity Calendar (MAC).
4. SITREP content:
- a. The reading audience is the Garrison Commander, USAG Heidelberg, IMA-EURO Regional Director and the Deputy Commanding General, USAREUR; write with them in mind.
  - b. Write the Services section in paragraph style and don't list everything a bowling center is doing that week; pick items of particular interest you want to highlight.
  - c. List at least five upcoming events.
  - d. Staff elements, USAG Heidelberg – submit at least two paragraphs of up to eight lines each; decide what's important and confine it within these limits.
  - e. Total submission for each subordinate Garrison should be approximately one – two pages. Staff input cannot exceed one-half page in length.
5. Consolidation and final submission: DPTMS POC will consolidate SITREP input from subordinate Garrisons and Heidelberg Garrison primary Directorates. All SITREPS will be checked for correct spelling and format, consolidated into a single document, and forwarded to the Deputy to the Commander (DCDR), Heidelberg Garrison for review/comments. The DCDR inputs Heidelberg Garrison Commander's comments into the consolidated SITREP and *ensures the total product does not exceed eight pages of high quality content. The report is returned to the DPTMS to submit the final document on SIPR, to the Chief of Staff (CS), IMA EURO.* SITREPs are due to IMA-EURO on the second working day following the 15, unless otherwise directed by the IMA-EURO CS.